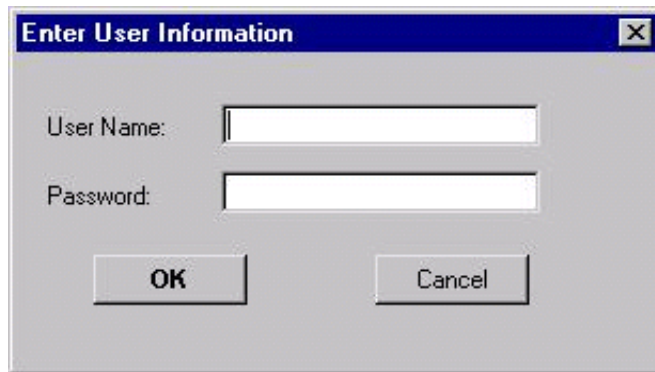< newlib2:1201,Report.Web User Instructions,LFW>

Report.Web User Instructions

Report.Web is a electronic reporting tool. Basically it takes the output that is generated from a program or system and publishes it so it is available to view in a web browser. Report.Web has it's own security based on user ids. Security can be set on a individual report, or a group of reports.

To access Report.Web, open up a web browser and go to the Staff Area on http://www.ci.fresno.ca.us and click on the Report.Web link. Software will be installed on your computer so it can view the reports. The first time this is done, you will receive a window asking if you want to install the software. In the Netscape browser, put a check in the box that says to remember this decision. In the Internet Explorer browser, put a check in the box that says to always trust software from Network Software. You will get four of these windows in Netscape and one in Internet Explorer. After this, you will come to the following screen:
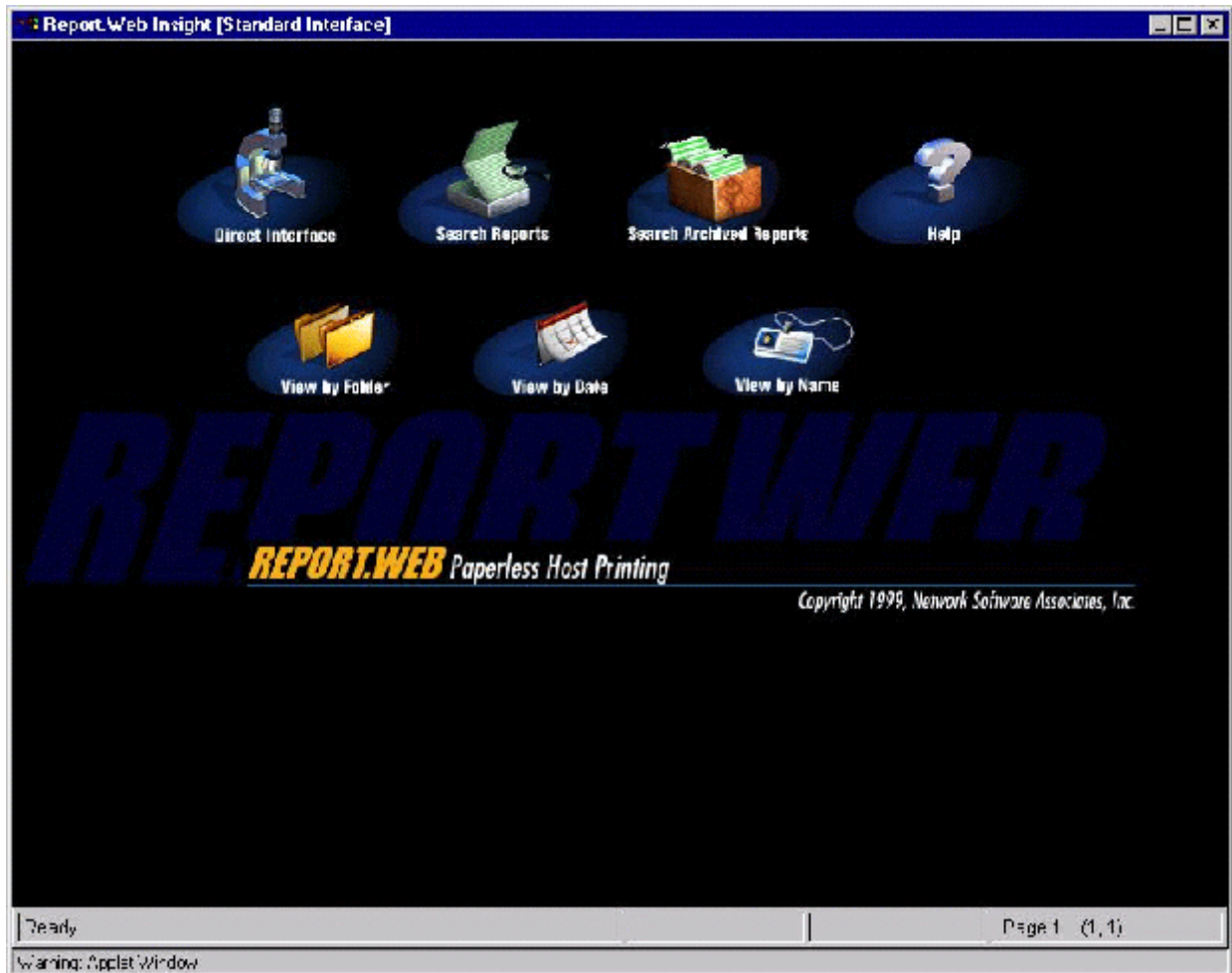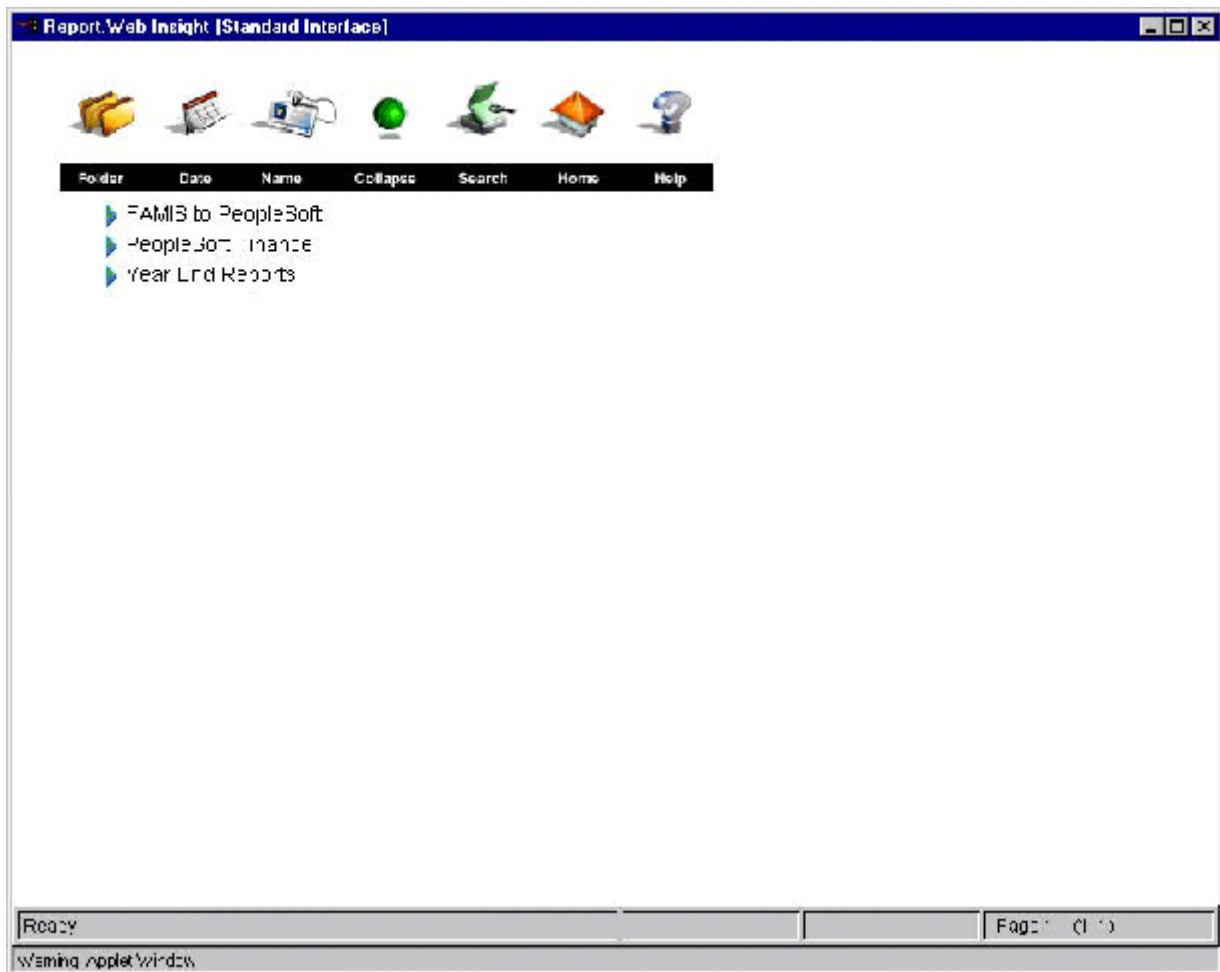
Enter User Information

User Name:

Password:

OK   Cancel

From this screen, click on the View by Folder icon. This will bring up the login window:

In the User Name field, enter the same user name used when you login to the network (aka your Novell login id). The password used is from the NT side of the network. By default, the NT

Report.Web Insight [Standard Interface]

Folder   Date   Name   Collapse   Search   Home   Help

▶ FAMIS to PeopleSoft
▶ PeopleSoft Finance
▶ Year End Reports

Ready

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Warning: Applet Window

password is empty, so you can just put in your user name and click on the OK button. Once you are successfully logged in, you will see a listing of report folders that are in Report.Web.

The items next the to blue arrows are folders that contain reports. Security can be set on each
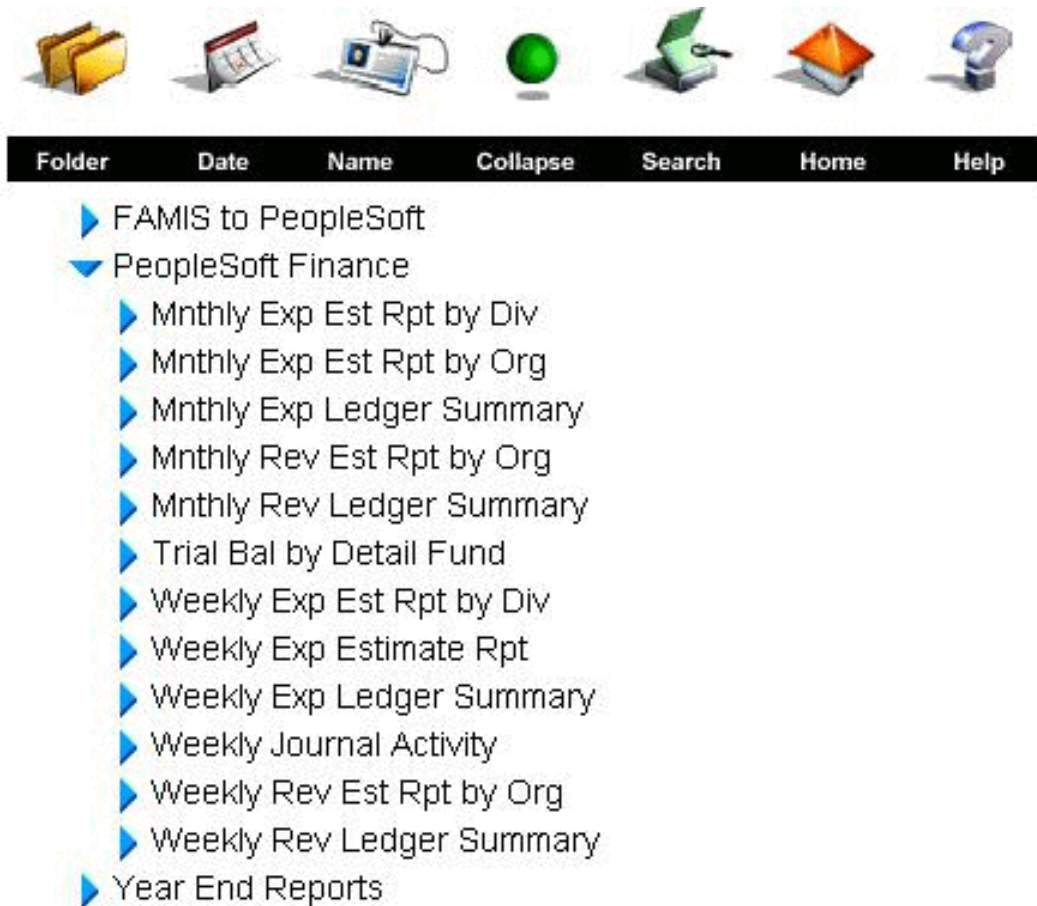
folder, so the folders you see may not be the same folders another user sees. To expand a folder, simply click on it and you'll see the reports you have access to within that folder.

Each blue arrow is still a folder that contains reports. We can have multiple versions and file formats for the same report. For example, under the Year End Reports, we have two versions of the Report 22. On the right side, are the dates the reports we generated.
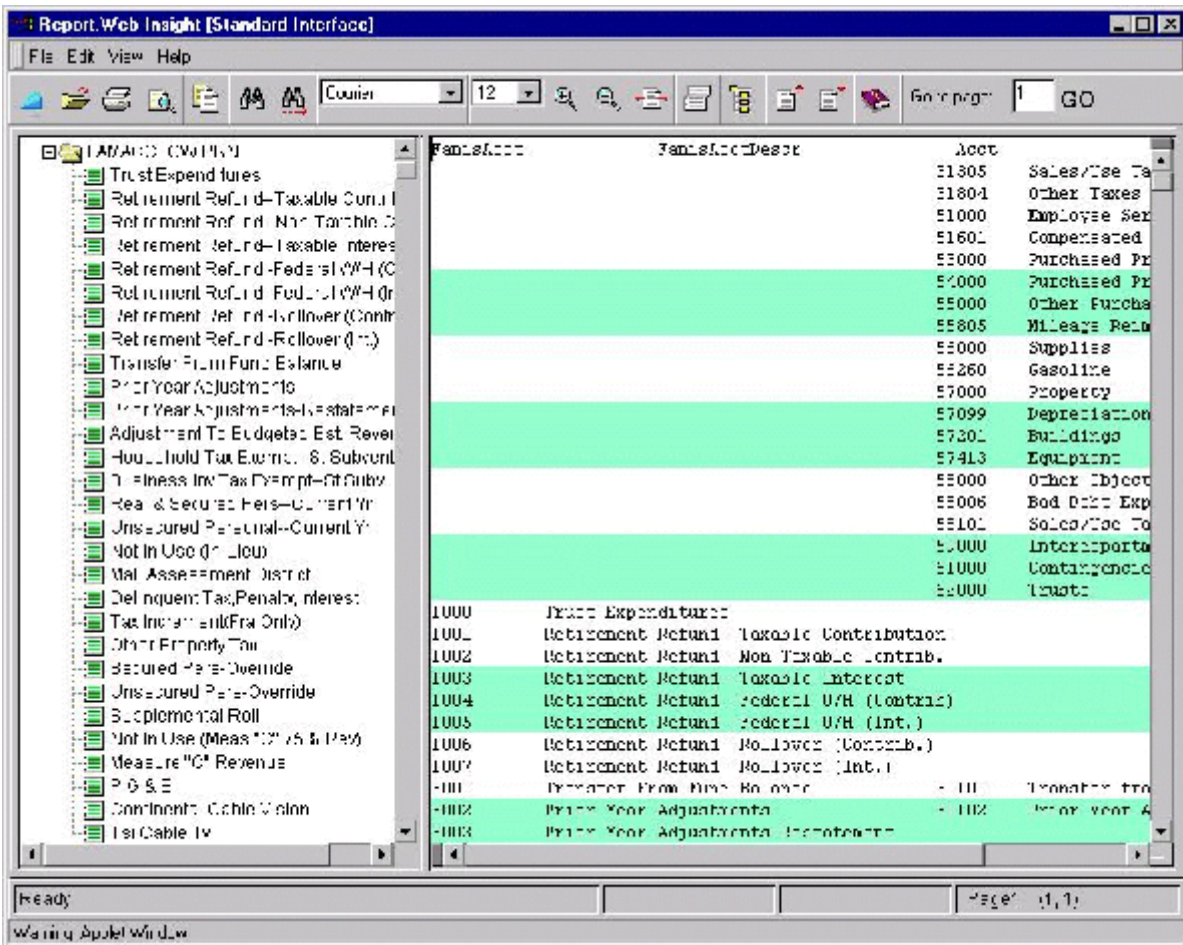
Once you click on the actual report, you will see it in a window like this:

The blue arrow at the top left corner is the Back button. You can use this to go back to the previous screen. On the left portion of the screen, is the Tree view. On the right side is the Detail view. The report can have three levels defined for the Tree view. In the above report, there is only one level, so there are no sub-folders to expand in the Tree view. The Detail view will default to the first page of the report. The fastest way to get to the information you want is to scroll down in the Tree view to the section you are interested in and simply click on it. The Detail view will automatically jump to that

corresponding page in the report.

In the Detail view, you can use your mouse to copy and paste information into other programs. You can also print certain pages out, but use the Print Preview to make sure the information looks OK. Some of the wider reports will not fit on a standard piece of paper.

For more detailed information on Report.Web, you can view the online help by clicking on the Report.Web Help Link from the Staff Area Page.

Report Formats
The default format we are using is called Portable Report Format (PRF). Reports can also be generated as HTML and Excel Spreadsheets. If you use the Excel format, you must have Excel loaded on your computer. To have a report generated in Excel format, send email to Raj Nagra.

Requirements
Browser: Internet Explorer 4.01 SP1 or higher
         Netscape 4.6 or higher

Windows 95/98: The Client for Microsoft Networks must be installed if you want to set your password.

To Set your password
In Windows NT:
1. Press Control + Alt + Delete
2. Click on Change Password
3. Click on Show All Resources
4. Click on CITYHALL_DOMAIN (or the domain you are a part of)
5. Leave the old password field empty (since you don't have one) and type in your Novell password in the new password and confirm password fields.
6. Click OK

In Windows 95:
1. Click on Start
2. Click on Control Panel
3. Double click on Passwords
4. Click on Other Network Passwords
5. Click on Microsoft Networks
6. Leave the old password field empty (since you don't have one) and type in your Novell password in the new password and confirm password fields.
7. Click OK

If you go through these steps to set your password, call the Help Desk at 4636 and ask them to setup your account so it keeps your passwords synchronized. What this will do is when you change your Novell password (either it expires or you just change it), the system will automatically change your NT password to match your new Novell password.